

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.447
	STATE OF HAWAII	2.448
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	Minimum Qualification Specifications	2.451
	for the Classes:	

INSURANCE RATE AND POLICY ANALYST I, II, III, IV & V
(INSURANCE RATE & POL ANAL I, II, III, IV & V)

Education Requirement:

Bachelor's degree from an accredited college or university with six (6) semester credits in statistics and/or mathematics.

Substitution of Experience for Education: Excess work experience of the type and quality described below or progressively responsible technical or analytical work which required the application of statistical methods or higher mathematics may be substituted for semester credits in statistics and/or mathematics on an equivalency of six (6) months for 3 semester credits.

Substitution of Professional Examinations for Education: Successful completion of parts 1 through 3 of the Casualty Actuarial Society or Society of Actuaries examinations may be substituted for the required credits in statistics and mathematics noted above.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Exp (years)
Insurance Rate & Policy Analyst I	0
Insurance Rate & Policy Analyst II	1/2
Insurance Rate & Policy Analyst III	1 1/2
Insurance Rate & Policy Analyst IV	2 1/2
Insurance Rate & Policy Analyst V	3 1/2 *

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Specialized Experience: Progressively responsible professional work experience in the analysis of insurance rates and policies including the examination of insurance rates and rating procedures for conformance with the insurance codes and rules and regulations and the examination of insurance policies for consistency, clarity, and proper coverage as required by the insurance codes and rules and regulations.

* In addition, applicants for Insurance Rate and Policy Analyst V must possess Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed:

Substitution of Certificate for Specialized Experience: Possession of a Chartered Life Underwriter (CLU) or Chartered Property and Casualty Underwriter (CPCU) certificate obtained through a written examination may be substituted for one-half (1/2) year of Specialized Experience.

Substitution of Professional Examinations for Specialized Experience: Successful completion of parts 3 through 6 of the Casualty Actuarial Society examinations may be substituted for two (2) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the

pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the classes INSURANCE RATE AND POLICY ANALYST I, II, III, IV & V (INSURANCE RATE & POL ANAL I, II, III, IV & V) which was approved on September 15, 1983.

DATE APPROVED: 10/25/02

/s/ Dawn M. Young

DAVIS K. YOGI

Director of Human Resources Development